



EHRP Holiday Schedule

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Due to the holiday on December 26th, DFAS is implementing an early payroll cutoff. **All EHRP processing for PP-27 must be completed on Wednesday, December 21, 2005 by 5:00 PM EST.** It is necessary to change our EHRP schedule to meet the requirements of the DFAS payroll processing schedule. **The EHRP system will be down from 5:00 PM EST Wednesday, December 21, 2005 until 7:00 AM Tuesday, December 26, 2005.**

For end of pay period processing, the EHRP system is normally unavailable from 5:00 PM EST on Friday until 7:00 AM on Monday, but since Monday is a holiday, the EHRP system will remain unavailable until Tuesday at 7:00 AM. During the weekend of December 24th, the EHRP system will remain unavailable to generate the normal end of pay period interfaces for the Operating Divisions and to perform system backups.

Unfortunately, we cannot grant any extensions to this schedule because of the accelerated Production schedule mandated by DFAS.

If you have any questions, please contact the NIH EHRP Help Desk by any of the following methods:

Email: helpdesk@nih.gov

Website: <http://support.nih.gov>

Phone: 301-496-EHRP (301-496-3477)

Visit the NIH EHRP Website at <http://hr.od.nih.gov/ehrp/default.htm>.